



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE TRANSFORMATION OFFICE

SCHOOL AND DISTRICT MONITORING AND ACCOUNTABILITY SPECIALIST

Salary range Min \$64,680 – Mid \$84,085

Posting Period: October 4 - 18, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Local 1212, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION**

NONCLASSIFIED JOB DESCRIPTION

TITLE: School and District Monitoring and Accountability Specialist

GENERAL STATEMENT OF DUTIES: The Specialist administers and coordinates the implementation of the School Improvement Grant (SIG) and fosters program improvement by providing technical assistance to districts across the state, but in particular, districts with persistently-lowest achieving (PLA) schools.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Design, disseminate and coordinate a set of monitoring activities in coordination with Local Education Agencies (LEAs) to ensure compliance with federal and state mandates.

Access, review, synthesize and summarize federal guidance on the use of SIG funds.

Work collaboratively with relevant RIDE offices to design and disseminate SIG application, related forms and templates, program implementation and monitoring tools and rubrics.

Effectively communicate timelines, expectations and potential challenges related to use of SIG funds.

Monitor progress of LEA implementation of reform initiatives articulated in PLA school reform plans.

Work collaboratively with RIDE offices to ensure integration and streamlining of intervention/supports and monitoring work related to use of Title I SIG funds.

Provide support to the Local Education Agencies and PLA's to ensure that the Basic Education Program functions are met.

Perform related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

A thorough understanding of federal grants/grant management, federal/state compliance protocols and processes.

A thorough understanding of the responsibilities districts have in holding their schools accountable to state and federal guidelines.

Ability to assess district capacity; demonstrated ability to supplement district capacity where needed.

Skilled in scrutinizing, summarizing, and disseminating relevant information connected with school improvement grant planning and implementation.

Skilled in leading complex discussions on school improvement grant planning and implementation.

Skilled in communicating with both federal and state officials regarding grant management.

Skilled in preparing and supporting professionals in program evaluation for appropriate and allowable use of state and federal funds.

An understanding of the various accountability needs of an educational system and a demonstrated ability to design protocols that address those different needs.

Skilled in statistical analysis and data display.

Skilled in working collaboratively with diverse groups.

Skilled in communicating effectively both orally and in writing with various audiences.

Skilled in communicating and interpersonal exchanges as applied to interaction with state and district leaders, coworkers, supervisor, the general public, etc sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in education or related field.

EXPERIENCE: Three to five years leading the management of state and/or federal grants guidance, monitoring tools and budgeting templates;

Experience designing and reviewing federal grant applications, review protocols and processes preferred.

and/or any combination of education and experience that is substantially equivalent.

Must have own transportation and be available evenings and weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2011